

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2600

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Agency:

Division/Unit:

Maryland Department of the Environment

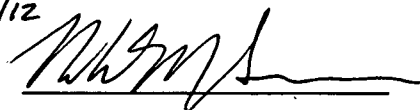
Office of the Secretary/Executive Direction

Item No.	Description: NOTE: This schedule shall supersede Schedules No. 704-1, 1140, 1480 & 2169	Retention
1.	Reference File: In these files, correspondence, memos, tracking sheets, meeting information used by MDE's Secretary, Deputy Secretaries, Assistant Secretary, Senior Policy Advisor and MDEStat Director for reference. These documents have no historical value. They include paper and electronic documents.	Retain for three (3) years, then destroy.
2.	Weekly Report File: These files include copies of MDE's confidential and deliberative informational reports on important issues affecting MDE. They include paper and electronic documents.	Retain for three (3) years, then destroy.
3.	General Office Files: These files include copies of employee timesheets, expense accounts, requisitions, invoices, visa statements, financial disclosures and performance evaluations for employees subject to executive direction. They include paper and electronic documents.	Retain for three (3) years, then destroy.
4.	Secretary, Deputy Secretaries, Assistant Secretary, Senior Policy Advisor and MDEStat Director Correspondence: These files include copies of correspondence to the above employees, and responses to correspondence from those employees, to constituents, citizens, special interest groups, businesses, industries, or government agencies relative to Departmental, environmental or administrative programs. They include paper and electronic documents.	Screen annually and destroy material that is no longer needed for current business after five (5) years.

Schedule Approved by Department, Agency, or Division Representative.

Date 8/3/12

Signature



Typed Name Robert M. Summers

Title

Secretary

Schedule Authorized by State Archivist

Date

11/6/2012

Signature



**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

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Item No.	Description	Retention
5.	<u>Policy and Organizational Planning:</u> These files include correspondence on MDE policies, reorganizations within MDE, MDE Relocation or Executive Branch policies pertaining to MDE. Includes paper and electronic.	Permanent retain at MDE for five (5) years then transfer to Maryland State Archives for permanent retention.
6.	<u>Legal, and Binding Agreement Documents:</u> These files include Memorandum of Understandings, legal contracts, and Final Decision Maker Assignments. Includes paper and electronic.	Permanent retain at MDE for five (5) years then transfer to Maryland State Archives for permanent retention.
7.	<u>Annual Reports, Governor's or Secretary's Taskforce Committee or Commission Reports Files:</u> These files include reports created by law, executive order or an identified area of interest. Includes paper and electronic.	Retain for five (5) years at MDE and upon completion of the report send to Maryland State Archives for permanent retention.
8.	<u>Governor's Correspondence:</u> These files include copies of correspondence signed by the Governor and copies of correspondence to the Governor. Governor's office also has copy of same letters and keeps permanently. Includes paper and electronic.	Screen annually and destroy material that is no longer needed for current business after five (5) years.